

**INSTRUCTIONS TO COUNSEL FOR
AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT
CJA FORM 24**

****Read these instructions carefully before completing the form. Accuracy and thoroughness will aid in prompt payment of the claim. If possible, use a typewriter to complete the form; otherwise, write legibly with a ballpoint pen (preferably black or dark blue ink). If additional space is needed to complete an item, attach a continuation sheet to the form.**

Item 1. CIR./DIST./DIV. CODE: This six-character court location code is the circuit, district and divisional office codes of the court where authorization is given to procure the transcript.

Item 2. PERSON REPRESENTED: Give the full name of the person whom representation is being provided (i.e., the person whom transcript services are requested). Only one name should be entered in Item 2 "Person Represented."

Items 3-6: DOCKET NUMBERS: Provide the case file number or the miscellaneous number of the case for which representation is provided. Complete a separate voucher for each transcript requested. Prorate the total transcript cost among the cases when costs are shared or apportioned. Cross reference all related claims for which costs are prorated or apportioned.

Item 7: IN CASE/MATTER OF (CASE NAME): In criminal cases, enter *U.S. vs Defendant's Name*. If it is a multiple defendant case, give the case cite as provided on the information or indictment (e.g., *U.S. vs. Lead Defendant's Name, et al.*) If the person represented is not a defendant (e.g. material witness), enter the first named defendant in the court's recording of the case. If this is a civil case (e.g., habeas corpus), enter the *Name of the Petitioner vs. the Name of the Respondent* and include the respondent's title. If other than a criminal or civil case (i.e., miscellaneous matters), enter "*In the Matter of*" followed by *the Name of the Person Represented*.

Item 8. PAYMENT CATEGORY: Check the appropriate box that defines the statutory threshold for this representation type. If "Other" payment category is checked, specify the category within the scope of the Criminal Justice Act (CJA). See paragraph 2.22 B(2), of the *Guidelines for the Administration of the CJA and Related Statutes (CJA Guidelines)*, Volume VII, *Guide to Judiciary Policies and Procedures*.

Item 9. TYPE PERSON REPRESENTED: Check the box that categorizes the legal status of the person represented.

Item 10. REPRESENTATION TYPE: From the list below, select the code that describes the type of representation:

CC	A defendant charged in a criminal case with an offense(s) that is a felony, misdemeanor, or petty offense under the U.S. Code, or an assimilated crime under a state code.
NT	A new trial either directed from the court of appeals on remand or as a result of a mistrial
MA	Motion attacking a sentence (28 U.S.C. § 2255)
MC	Motion to correct or reduce sentence (Fed. R. Crim. P. 35)
HC	Habeas Corpus, non-capital (28 U.S.C. § 2254)
BP	Bail Presentment
WI	Material Witness
WW	Witnesses (Grand Jury, a Court, the Congress, a Federal Agency, etc.)
PR	Probation Revocation
PA	Parole Revocation
SR	Supervised Release Hearing
EW	Extraordinary Writs (Prohibition, Mandamus)
CH	Mental Competency Hearings (see Chapter 313 of Title 18 U.S. Code)
PT	Pretrial Diversion
EX	Extradition Cases (Foreign)
Other	(e.g., line ups, consultations, prisoner transfer, etc.)

Item 11. OFFENSE(S) CHARGED: Cite the U.S. Code, title and section, of the offense or offenses for which the person represented is charged. If a death penalty case, cite the charge for which the death penalty is

being sought. If a civil matter, such as a capital habeas representation or motion attacking sentence, cite 28 U.S.C. § 2254 or 28 U.S.C. § 2255, respectively.

Item 12. PROCEEDINGS IN WHICH TRANSCRIPT IS TO BE USED: Describe briefly the nature of the proceeding or other purpose for which the transcript is required (e.g., motion hearing, trial preparation, trial, appeal).

Item 13. PROCEEDINGS TO BE TRANSCRIBED: List the exact date of proceedings to be transcribed and describe specifically the type of proceedings to be transcribed (e.g., preliminary hearing, arraignment, plea, sentencing, trial, motions, parole or probation proceedings, state court proceedings, deposition). For restrictions on trial transcripts, see Item 14.

Item 14. SPECIAL AUTHORIZATIONS (services other than ordinary transcript): The following services are permitted only if the judicial officer gives special authorization (initialed by the judicial officer where required on the form):

A. Apportionment of Transcript Cost. The Judicial Conference has stated that the total cost of accelerated transcript services should not be routinely apportioned among parties.

B. Types of Transcripts:

NOTE: ALL BUT ORDINARY TRANSCRIPT SERVICES, TO BE DELIVERED WITHIN 30 DAYS AFTER RECEIPT OF AN ORDER, REQUIRE SPECIAL PRIOR JUDICIAL AUTHORIZATION.

- (1) **Expedited** — to be delivered within 7 calendar days after receipt of an order.
- (2) **Daily** — to be delivered following adjournment and prior to the normal opening hour of the court on the following morning, whether or not it is an actual court day.
- (3) **Hourly** — ordered under unusual circumstances to be delivered within 2 hours.
- (4) **Realtime Unedited Transcript** — to be delivered electronically during the proceedings or immediately following adjournment after arrangement with a Certified Realtime Reporter.

C. Trial Transcripts — In the absence of special prior authorization, trial transcripts shall exclude the prosecution opening statement, the defense opening statement, the prosecution argument, the defense argument, the prosecution rebuttal, the voir dire and jury instructions.

D. Multi-defendant Cases — According to Judicial Conference policy, no more than one transcript should be purchased from the court reporter on behalf of CJA defendants in multi-defendant cases. Arrangements should be made for duplication of enough transcript copies, at commercially competitive rates, for each CJA defendant for whom a transcript has been approved. The cost will be paid from CJA funds. This policy does not preclude the court reporter from providing copies at the commercially competitive rate. In addition, the court may grant an exception to this policy based upon a finding that application of the policy will unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. See paragraph 3.12C of the *CJA Guidelines*.

Item 15. ATTORNEY'S STATEMENT: The court-appointed counsel or the person proceeding *pro se* under the CJA must sign and date the affirmation statement, and print or type the signatory's name. Check the appropriate box to designate your status as a CJA panel attorney, a retained attorney whose client is unable to afford the cost of the transcript service, a person who qualifies for representation under the CJA but who has chosen to proceed *pro se*, or an attorney from a legal organization (bar association, legal aid agency, or community defender organization not receiving a periodic sustaining grant under the CJA).

Item 16 COURT ORDER: This order must be signed and dated by the presiding judicial officer, indicating eligibility under the CJA. An additional court order is not necessary to authorize procurement and payment for this service.

After the court order is approved, the CJA24 form should be forwarded to Lorraine Johnson-Davis, Court Reporter Supervisor, 201 Superior Avenue, Cleveland, Ohio 44114 (216) 522-1966, who will monitor transcript preparation and delivery.